

# **REDGRANITE CORRECTIONAL INSTITUTION**

**Wisconsin Department of Corrections**

**Division of Adult Institutions**



## **Annual Report Fiscal Year 2017**

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# MESSAGE FROM WARDEN

Another year has passed, I want everyone to know how truly honored I am to be part of your team. I would like to thank RGCI staff for giving their time, talent, and efforts each day as we strive to fulfill the Mission of the Department of Corrections. Ensuring a safe environment for each other, our community and our inmate population can be a daunting task and I am proud of how staff at RGCI faces this challenge with professional resolve and courage.

I would also like to acknowledge the local communities who continue to be responsive to our needs by providing volunteers who commit their time working with our inmate population. The institution, working together with the community, is the strongest partnership we can offer to our inmate population.

I look forward to RGCI's future with all of you as we work together to continue the tradition of success, safety and community we have established over the last 16 years.

Thank you,  
Michael Meisner

## INSTITUTION PROFILE

### Purpose Statement

To maintain secure and safe custody of medium security offenders committed to RGCI while providing these offenders with opportunities for cognitive and behavioral development to enhance their potential as productive members of society.

### Fast Facts

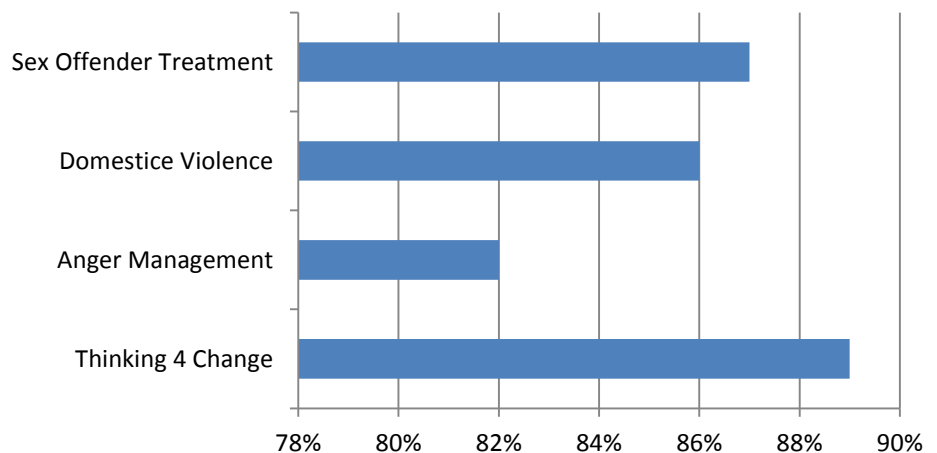
Opened January 8, 2001

- Medium Security
- Operating Capacity – 990
- Current Population – 1024
- Staff – 254
- Inmate to Staff Ratio – 4 to 1
- 89 acres
  - Operating Budget – \$ 24,343,015
- Inmate Obligations – \$ 136,250  
(Child Support, Restitution, Victim/Witness,  
DNA, Filing Fees, Legal Loans &  
Medical Co-pays)

### Facility Accomplishments

- RGCI was the top fundraising law enforcement team for the 2017 Polar Plunge for Special Olympics.

### Program Completion Percentages



- Inmate fundraisers were held throughout the fiscal year raising money for local non-profit and restorative justice charities. Fundraisers included the sale of ice cream, pizzas, and popcorn.
- Transitioned 20 beds in the restrictive housing unit to general population beds.
- Completed NIC Security Audit.
- Passed our 2nd PREA Audit.

### Staff Reporting

| # of Positions | Classification  | # of Positions | Classification                                      |
|----------------|---|----------------|---|
| 1              | Automotive Equipment Technician – Master              | 1              | Institution Complaint Examiner                      |
| 2              | Buildings & Grounds Superintendent & Supervisor       | 1              | Institution Human Resources Director – Adv.         |
| 1              | Chaplain  | 2              | Inventory Control Coordinator                       |
| 185            | Correctional Officer/Sergeant                         | 1              | Inventory Control Coordinator (Advanced)            |
| 1              | Correctional Management Services Director             | 1              | Librarian   |
| 8              | Corrections Food Service Leader 2                     | 1              | Medical Program Assistant (Associate)               |
| 1              | Corrections Program Supervisor                        | 6              | Nurse Clinician 2                                   |
| 1              | Corrections Security Director                         | 1              | Nursing Supervisor                                  |
| 1              | Corrections Sentencing Associate                      | 2              | Offender Records Associate                          |
| 3              | Corrections Unit Supervisor                           | 1              | Offender Records Supervisor                         |
| 1              | Deputy Warden   | 4              | Office Operations Associate                         |
| 1              | Education Director                                    | 1              | Payroll & Benefits Specialist – Confidential – Adv. |
| 1              | Electrician   | 1              | Plumber   |
| 1              | Electronic Technician Security (Senior)               | 2              | Program Assistant – Confidential                    |
| 1              | Facilities Maintenance Specialist                     | 5              | Psychological Associate (A-B)/Psychologist-Licensed |
| 2              | Facilities Maintenance Specialist (Advanced & Senior) | 1              | Psychologist Supervisor                             |
| 4              | Facilities Repair Worker (Advanced)                   | 2              | Recreation Leader (A-B)                             |
| 1              | Financial Program Supervisor                          | 1              | Secretary Confidential                              |
| 3              | Financial Specialists (Advanced & Senior)             | 11             | Social Worker (Corrections)                         |
| 2              | Food Service Administrator & FS Manager               | 14             | Supervising Officer 1 & 2                           |
| 1              | HVAC/Refrigeration Specialist (Advanced)              | 10             | Teacher (Includes 1 Teacher-Scheduler)              |
| 1              | Human Resource Assistant                              | 1              | Warden  |

## Staff Retirements

| NAME                 | TITLE                           | YEARS OF SERVICE | RETIREMENT DATE |
|----------------------|---------------------------------|------------------|-----------------|
| John Peebles         | Correctional Sergeant           | 36               | 8/20/16         |
| Jari Boyce           | Correctional Officer            | 23               | 11/24/16        |
| Jeff Johnson         | Captain                         | 23               | 12/10/16        |
| Darlene Donker       | Offender Records Associate      | 36               | 2/1/17          |
| Dean Ludkey          | Correctional Officer            | 17               | 1/10/17         |
| Deborah Gake         | Financial Specialist – Advanced | 26               | 1/17/2017       |
| Tom Roberts          | Correctional Sergeant           | 22               | 1/17/17         |
| John Byers Jr.       | Correctional Sergeant           | 28               | 4/27/17         |
| Kenneth Schiefelbein | Correctional Officer            | 16               | 4/7/2017        |
| Scott Kosminskas     | Correctional Officer            | 25               | 5/1/2017        |
| Jack Frater          | Correctional Officer            | 16               | 6/24/17         |

## Employee Management Communication and Collaboration Committee

This committee meets monthly to actively engage employees at all levels of the organization, facilitating ongoing communication with staff to support the goal of two-way communication with employees, utilizing the knowledge and expertise of staff to problem-solve and plan.

# COMMUNITY RELATIONS

The RGCI continues to maintain its partnership with the community through its Community Relations Board. This board functions as a positive link between the institution and the Redgranite community. This board meets bi-annually in the spring and fall. Areas of mutual interest and concern include, but are not limited to, the following: public awareness and education about the operation and mission of the institution, offender program activities, the impact of the institution on the community, the institution's involvement in community affairs, and a variety of other law enforcement & community-related issues.

## 2017 Community Board Relations Members

- James Angelo, Redgranite Fire Chief
- Clyde Simonson, Principal, Redgranite Elem. School
- Deb Behringer, Waushara County Adm. Coordinator
- Scott Blader, Waushara Co. District Attorney
- Guy Dutcher, Waushara County Circuit Judge
- Lafe Hendrickson, School Liaison, Waushara Co. Sheriff's Dept.
- Melinda Kamholz, Emerg Serv Mgr – ThedaCare Berlin
- Kathy Klemann, Waushara Co. Victim Witness Coordinator
- Louis Willaims II, Warden, Oxford Federal Prison
- Kyle Tarr, Police Chief Redgranite
- Jeff Nett, Waushara County Sheriff
- Luther Olsen, Senator, WI State Legislature
- Kevin Petersen, US Rep. – Assembly District 40
- Gregg Sluke, Pastor – Redgranite
- Tony Smyrneos, Vice President, Hometown Bank
- Belinda Passarelli, Village President, Redgranite
- Matt Stake, P & P Supervisor – Wautoma
- Jean Young, Regional Chief - DCC

## RGCI Community Relation Representatives

- Michael Meisner, Warden
- Sandra Hautamaki, Deputy Warden
- David Tarr, Security Director
- Vacant, Correctional Mgmt. Services Director
- Michelle Smith, Human Resources Director

## CONDUCT REPORTS

| Year    | Major Conduct Reports | Minor Conduct Reports | Appeals Affirmed | Appeals Modified | Remanded |
|---------|-----------------------|-----------------------|------------------|------------------|----------|
| 2012-13 | 560                   | 793                   | 146              | 27               | 2        |
| 2013-14 | 600                   | 887                   | 149              | 40               | 1        |
| 2014-15 | 472                   | 507                   | 108              | 16               | 10       |
| 2015-16 | 405                   | 588                   | 33               | 6                | 16       |
| 2016-17 | 452                   | 722                   | 45               | 10               | 26       |

## COMPLAINTS

| FY 2008 | FY 2009 | FY 2010 | FY 2011 | FY 2012 | FY 2013 | FY 2014 | FY2015 | FY2016 | FY2017 |
|---------|---------|---------|---------|---------|---------|---------|--------|--------|--------|
| 1245    | 807     | 712     | 678     | 675     | 797     | 696     | 868    | 848    | 1232   |

## MOVEMENT AND DEMOGRAPHICS

| Inmate Movement Out of RGC FY2016   |            |
|---|------------|
| Transfers out   | 315        |
| Releases<br>(Includes Mandatory, Extended Supervision, Maximum Discharge, & Court Ordered Releases) | 192        |
| Deaths  | 1          |
| <b>Total</b>  | <b>508</b> |

| Population Breakdown by Race |     |       |
|------------------------------|-----|-------|
| American Indian              | 39  | 3.9%  |
| Asian                        | 10  | 1.0%  |
| Black                        | 376 | 37.3% |
| Hispanic/Latino              | 81  | 4.1%  |
| Unknown                      | 0   | 0%    |
| White                        | 583 | 57.8% |

| Population by Age |     |       |
|-------------------|-----|-------|
| 14-19             | 1   | .1%   |
| 20-24             | 53  | 5.3%  |
| 25-29             | 142 | 14.1% |
| 30-34             | 173 | 17.2% |
| 35-39             | 130 | 12.9% |
| 40-44             | 122 | 12.1% |
| 45-49             | 133 | 13.2% |
| 50-54             | 88  | 8.7%  |
| 55-59             | 70  | 6.9%  |
| 60-64             | 53  | 5.3%  |
| 65+               | 43  | 4.3%  |

# RESTORATIVE JUSTICE EFFORTS

## Crochet/Sewing

The inmates who participate in crochet/sewing have created many handmade items such as hats, mittens, scarf sets, afghans, stuffed animals, baby blankets, Christmas stockings, sweaters, baby sets, fleece mittens and baby carrier covers which have been donated to many different charitable organizations to distribute to the needy both locally and worldwide. The crochet project accepts yarn donations from local citizens and organizations.

## Garden

The institute garden continues to thrive. Over 13,700 pounds of produce and 180 pounds of herbs were grown and harvested by inmate garden workers. Most of what is grown and harvested in the institute garden is used in house to prepare our 3200 + meals per day which helps reduce our food cost. In addition, produce was also donated to local food pantries. Composting of acceptable food scraps helps regenerate soil conditions and aids in plant growth.

## R.Y.T.E. (Reaching Youth through Education)

The program is designed not only to educate but also to deter teens from participating in negative behavior that could ultimately lead them to incarceration. Students learn that the everyday choices they make in life will determine their life's consequences. The use of drugs and alcohol are main themes in the inmates' stories of how they came to be incarcerated. Inmate participation is voluntary and they are carefully screened before chosen to participate. Many schools from the surrounding area participate.

## Community Service

There are fifteen full-time community service inmate workers.

## Community Clean-up

Under the supervision of our maintenance officer, RGCI minimum community inmates provided assistance to community partners including the Village of Lohrville by repairing washouts on road shoulders and removing and clearing brush, and to the Village of Redgranite by doing clean-up work at Quarry Park.

## Donations

This year the inmate workers in the maintenance department's woodshop built and donated a rocking chair, tables, storage rack, keepsake boxes, business card holders, cribbage boards, clocks and picture frames. In addition, multiple crocheted afghans, mittens, hats and scarves were created and donated by RGCI's community service workers.

# VOLUNTEERS

## Volunteer Based Services

RGCI has over 100 approved volunteers from various occupations that provide special services and programs for inmates. RGCI is able to provide the following programs due to the assistance of these volunteers: Alcoholics Anonymous; family counseling; religious activities; tutoring; and veterans' affairs.

## Chapel Programming

The chapel has a full range of programs addressing the spiritual needs of RGCI inmates. The chapel utilizes over one hundred volunteers in providing programs (including worship services, study groups and prayer) for the seven religious groups (Buddhist, Catholic, Islam, Jewish, Native American, Pagan and Protestant). These volunteers are coordinated and scheduled by one full-time chaplain. The chaplain also counsels individual inmates and coordinates professional clergy visits.

#### Dog Therapy

RGCI began a pilot program in November 2007 assisted by an outside service agency, Dog Therapy Incorporated. Dog therapy is a service that promotes positive mental health through visitation with animals. The target population for RGCI's dog therapy group is elderly, infirmed (chronic high blood pressure), terminal, wheelchair bound, severe depression, and those inmates that tend to isolate. Approximately twelve inmates participate once a month.

## PROGRAMS

### Correctional Programs and Services Offered

#### Thinking for Change (T4C)

T4C is an evidence-based Cognitive Behavioral Program produced by the National Institute of Corrections. During this program, offenders are introduced to the Program Organizer concept, which shows the connection between cognitive self-change, problem-solving, and social skills—essentially demonstrating that thinking controls behavior. At the end of the program, offenders work together with a group and present a final role-play to incorporate all of the skills learned. Each participant was also tested during a final exam on the T4C concepts. During FY2016, additional program slots were made available through a contract with Henger Enterprises.

#### Anger Management

Anger Management is a 24-week program that is delivered in two, 12-week sections. The first section focuses on identifying anger, the hidden reasons and causes for anger, knowing the anger cycle and anger styles, and getting in touch with unresolved or past anger. The second half of the program helps inmates build new coping skills, challenge old thoughts and beliefs, explore the feelings behind anger, learn stress reduction techniques, and enhance effective communication and conflict resolution.

#### Domestic Violence

Domestic Violence/STOP (Skills, Techniques, Options, and Plans for Better Relationships) is a cognitive behavioral intervention program that consists of 26 lessons, delivered in a closed group. This program targets criminogenic needs with inmates assessed as high or moderate risk on the COMPAS assessment tool. It consists of three components: cognitive self-change, social skills, and problem solving skills. Cognitive self-change teaches individuals a concrete process for self-reflection aimed at uncovering antisocial thoughts, feelings, attitudes, and beliefs. Social skills instruction prepares group members to engage in pro-social interactions based on self-understanding and consideration of the impact of their actions on others. Problem solving skills integrates the two previous interventions to provide group members with an explicit step-by-step process for addressing challenging and stressful real life situations.



### Sex Offender Treatment

The Sex Offender Treatment (SOT) Program meets an inmate's Assessment & Evaluation (A&E) need for institution-based sex offender treatment, SO-2. It is designed as a 90-hour program offered in weekly two-hour classes for approximately one year of treatment. The program follows the model designed by the DOC. Two professionals trained in sex offender programming, including at least one psychologist, lead each group.

### Grief Recovery Group

This is a seven-week program where the goals include: completing unfinished business with the object of our loss and being able to say goodbye; completing the inmate's personal "grief work" through writing, sharing, and creative expression; dealing with other losses that may surface during the weeks they are together; allowing inmates to feel joy, sorrow, anger, and many other emotions without fear.

### Read to Me

The Read-to-Me program provides inmates with an opportunity to select a donated and age appropriate children's book and be videotaped while reading the book aloud. Both the book and the tape are mailed to a child in the inmate's life. This helps inmates develop and maintain important emotional connections with their children and allows inmates to have an important role in their children's development. During the course of the year, 108 inmates participated in this opportunity.

## DEPARTMENT INFORMATION

### Unit Management

This institution is designed to function under a decentralized management and service delivery system. The four (4) housing units operate, for the most part, as self-contained units. Inmate dining is decentralized and takes place within each housing unit, as do many of the program and leisure-time activities. This design enables more effective control of movement and reduces risks apparent in large groupings of inmates.

Each of the four housing units are managed by a unit supervisor in conjunction with a multidisciplinary team consisting of correctional officers, social workers, teachers, work supervisors, a psychologist, and liaisons from health services and the security supervisor ranks. The multidisciplinary team meets on a regular basis to discuss unit operations and issues related to the management of individual inmates. By sharing information and perspectives, staff members gain a fuller view of the inmate and the various responsibilities of all staff.

### Educational Services

The Education Department offers three distinct academic competency-based curriculums: Basic (K-6), Intermediate (7-9) HSED (9-12). Test of Adult Basic Education (TABE) assists in placing inmates in the appropriate level. Enrollment in Academic Primary or Refresher courses averages approximately 145 - 155 students. The number of enrollments is lower because of education staff vacancies. During FY2017, there were 15 GED and 23 HSED diploma recipients. This year we placed 34 new Google Chrome Bases in the library, in each classroom, and in restricted housing unit. Each classroom teacher also received a Google Chrome Book to use in their classrooms in unison with the Student Chrome Bases. The education department also offers vocational programming in Bakery Fundamentals. Students that pass these courses receive college credits through Fox Valley Technical College. Eight students are currently working toward their Bakery Fundamentals certificates. We held two graduation ceremonies during FY2017.

RGCI teachers and social workers collaborated to offer a number of workshops during Crime Victim Awareness Week this

year.

The RGC library has been reorganized and the layout has been rearranged to better meet the need of security staff and inmates. We are currently serving approximately 120 inmates a day in the library. We have six Lexis Nexis research computers, two Job Center computers, and nine stand-alone typing computers.

### Health Services

RGC's health services unit is staffed seven days per week by registered nurses. Hours of operation are Monday 5:30 am to Friday 10:30 pm and Advance Care Providers are available during those hours. Weekend hours are 10-6 pm with an on-call physician available 24/7. Physician coverage is M-F. Our staff includes six FTE nurse clinicians, one health services manager, one physician, one nurse practitioner, two licensed practical nurses, one medical assistant, and two medical program associates. Our dental clinic is open three days per week and is staffed with one dentist, a dental assistant, and a dental hygienist. Psychiatric care is provided two days per week.

Medical staff members have an average of 2,300 inmate patient contacts per month. Each inmate is seen a minimum of once yearly for an annual screening, while 1/3 of the population is seen multiple times per year. Other part-time services provided on site are physical and occupational therapy, optical, x-ray and ultra-sound testing. Routine appointments for health maintenance are handled through the chronic condition clinics and blood pressure clinics. Inmate patients are referred for surgical interventions, cancer treatment, and to specialty clinics ranging from orthopedics to infectious disease specialists. UW Madison, Berlin Memorial, St. Agnes, and Waupun Memorial hospitals are all utilized.

We strive to meet our patients' needs while being cognizant of health care cost. We continue to value Quality Improvement and therefore complete several audits each month in an effort to strive for quality and continuity of care.

### Mental Health Services

The Psychological Services Unit (PSU) is responsible for monitoring, supporting, and treating inmates with mental health problems. The mental health issues addressed include serious crises and severe long-term mental illnesses as well as difficulty coping with issues of life and incarceration. PSU works closely with security staff, health services (including psychiatry), and unit staff to address these issues. PSU is also responsible for providing sex offender treatment, assisting in training staff, providing specialized psychological evaluations of inmates, and supporting the safe, secure functioning of the institution. Psychologists are assigned to housing units where they provide an array of direct mental health services as well as administrative and consultative services to correctional staff. Additionally, PSU staff is on call for coverage after regular working hours. Our staff are committed to excellence in mental health treatment. They offer treatment of psychological problems including and not limited to trauma, depression, anxiety, pain, grief and loss, attention and concentration, needed psychological testing and when necessary referrals to the Wisconsin Resource Center.

### Food Service

The food service department operates 7 days a week, 365 days per year from 4:00 AM to 6:30 PM. It is staffed by 1 food Service administrator, 1 food service manager, 4 officers, 8 food service leaders, and 68 inmate workers. We have our own bakery and produce approximately 50,000 loaves of bread on an annual basis. We serve approximately 3,210 meals per day with an average meal cost of \$.87 per meal. Inmate workers learn many skills in the food service department that will aid in finding employment in the industry upon their release.

### Maintenance Department

Under the general direction of the buildings and grounds superintendent and buildings and grounds supervisor, the department employs thirty-eight inmates. The maintenance department is responsible for all physical plant maintenance including plumbing, electrical, electronic technical services, HVAC, welding, woodworking, painting, automotive services, food service equipment repair, and grounds keeping.

## Maintenance accomplishments in FY2017:

- 4,036 work orders completed.
- G-unit shower renovation completed.
- Repainted parking lot lines.
- Sally port built in restrictive housing control bubble.
- Two new Combi ovens installed in food service.
- Installed stainless steel security soap dispensers in E unit bathrooms.
- Converted restrictive housing bed space into general population bed space on D range.
- Inmates workers in the wood shop made numerous items that were donated to local charities.

## BSI Durable Medical Equipment (DME) Refurbishing Shop 893

BSI employs 14 inmate workers. When donated equipment is received in the shop, the following process takes place: It is evaluated, sanitized, disassembled, cleaned, repaired, replacement parts are issued as needed, it's reassembled and final quality control checks are conducted. Upon completion, the items are sent back to IndependenceFirst Mobility Retail Store locations in Milwaukee/Madison where it is distributed to Wisconsin's disabled population. Many customers do not have the insurance or funds needed to purchase the new equipment they need. This used equipment can be purchased at a fraction of the cost of new on a zero interest, extended payment plan.

In FY17, BSI refurbished 935 pieces of DME for our partners at IndependenceFirst to include: manual and power wheelchairs, power scooters, walkers, transfer benches, bath/shower chairs & seats, elevated toilet seats, bed rails, seats, cushions, batteries, battery chargers, commodes, rollators, hospital beds (manual and power), patient lifts (manual and power) and several other miscellaneous items. BSI also recycled 682 pieces of DME this fiscal year. This ensures that these items didn't end up in a landfill and helps our environment.

RGCI BSI DME refurbishing also refurbishes DOC wheelchairs for \$80 each. This allows institutions/facilities to have their heavily used and damaged equipment repaired in a convenient manner, at a reduced cost, while supporting BSI's mission to teach inmates employable skills. In FY17, we refurbished 47 DOC Wheelchairs.

All but two of our power equipment-refurbishing inmates employed in the Durable Medical Equipment Refurbishing Shop have been certified via Invacare in Power Wheelchair Programming, Diagnostics and Repair. This certification supports the value that BSI puts on the Department's Reentry Initiative. We are currently looking at ways to obtain additional training and certification for our inmates.

With the advances in technology, we are beginning to explore computer based programming options for our power equipment. We are fact gathering to compile information to present for appropriate discussion and approvals.

A business plan is underway to expand the shop in the next year by gaining additional non-profit customers outside the department.

# CONTACT INFORMATION

| <b>PREA</b>                           |              |
|---------------------------------------|--------------|
| Kelly Mueske, PREA Compliance Manager | 920-566-3129 |

| <b>ADA (American Disabilities Act)</b>             |              |
|--|--------------|
| Brian Miller, Buildings and Grounds Superintendent | 920-566-3227 |
| Ann Marie Wuest, Financial Program Supervisor      | 920-566-3105 |

| <b>LEP Coordinator</b>                 |              |
|--|--------------|
| Robin Lindmeier, Supervising Officer I | 920-566-3194 |
| Joel Bruessel, Teacher                 | 920-566-2320 |

## ACRONYMS

|          |  |
|----------|--|
| A&E      | Assessment & Evaluation                    |
| ADA      | Americans Disability Act                   |
| BSI      | Badger State Industries                    |
| CGIP     | Cognitive Intervention Program             |
| DME      | Durable Medical Equipment                  |
| DOC      | Department of Corrections                  |
| DCC      | Division of Community Corrections          |
| FTE      | Full Time Employee                         |
| FY       | Fiscal Year                                |
| GED      | General Education Development              |
| HSED     | High School Equivalency Degree             |
| HVAC     | Heating, Ventilation, and Air Conditioning |
| LEP      | Limited English Proficiency                |
| P&P      | Probation & Parole                         |
| PREA     | Prison Rape Elimination Act                |
| PSU      | Psychological Services Unit                |
| RGCI     | Redgranite Correctional Institution        |
| R.Y.T.E. | Reaching Youth Through Education           |
| SOT      | Sex Offender Treatment                     |
| T4C      | Thinking 4 Change                          |
| TABE     | Test of Adult Basic Education              |